Community Technology Fund 2002

Application Form

Project Title: Basic Scanning Classes

Submitting Entity: La Vista Public Library, La Vista, NE

Grant Amount Requested: $3,612.06

Project Contact Information (Name, address, telephone, fax, and e-mail address):

Name: Rose Schinker, Library Director

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Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Basic Scanning Classes are a service the La Vista Public Library has offered in the past. Because of the age of and wear on the library's scanner, six basic scanning classes had to be cancelled. The instructor has had 47 people recently approach her about scanning classes. The library's budget has not allowed the purchase of a new scanner. The library's project is to obtain a network scanner and re-establish basic scanning classes on a regular basis, a minimum of two classes a month, for the community of La Vista. Classes will be offered to the library's partner, Metropolitan Community College's Sarpy Center, and the City of La Vista, to promote and educate their staff members on basic scanning, as well as being offered to library patrons, library staff, and community members.

Goals, Objectives and Outcomes

1. Describe the project, including:

- Problem statement and needs assessment
- Goals (i.e., increasing Internet literacy)
- Project activities or outputs (specific, measurable steps to get to the goal--i.e., offering six sessions of classes). Include training and staff development activities if appropriate.
- Expected outcomes (impact on the project's beneficiaries--i.e., at least 60 participants will learn to search for information on the Internet searches and send e-mail)

    (20 points, 5 points for each bulleted item)

Problem statement and needs assessment:

In 2001, the La Vista Public Library received requests from 47 library patrons for a basic scanning class. In response to this demand, we began offering two 2-hour scanning classes per month (an evening class and a day class). Because we did not have a network scanner, we had to limit each class to 5 people, to ensure that there were opportunities for everyone to get hands-on training. Community response to these classes was so strong that eight evening classes were filled at the sign-up phase. Unfortunately, our scanner began to malfunction, forcing us to cancel subsequent classes after trying to nurse the unstable scanner through the first two. Only 9 people received training in 2001.

The City of La Vista has also expressed a need for basic scanning training. Six employees in La Vista's Police Department, Fire Department, Public Works Department, Recreation Center, and administrative support services can use scanners as a tool in delivering local government services. Others have mentioned interest in training to operate their personal home scanners.

The La Vista Public Library represents an innovative collaborative effort with Metropolitan Community College. We share a building with their Sarpy Center. Metropolitan Community College has expressed interest in basic scanning classes not only for students, but also for faculty and staff development.

The Nebraska Information Technology Commission's sponsorship of a basic scanning class in La Vista would enable us to respond to the public requests for training. In addition, the network scanner would enable the library to offer this training to the City of La Vista and Metropolitan Community College's Sarpy Center. We anticipate participation of at least 120 learners in FY 2002/03, if we receive a Community Technology Fund grant to support this program.

Goals:

- To offer basic scanning classes on a consistent basis as faculty and staff development to Metropolitan Community College's Sarpy Center, City of La Vista and library personnel.
- To offer basic scanning classes on a consistent basis to community members and library patrons.
- To increase scanning literacy in the community of La Vista, Nebraska.
- To offer a resource person and consistent contact point concerning scanning issues and concerns who can be called upon and who can deliver quality information.
- To respond to the need expressed by the library patrons to have a basic scanning classes. The library has received 47 inquiries in 2001.
- To train 10 Metropolitan Community College's Sarpy Center faculty and staff in FY 2002/03.
- To train 6 City of La Vista employees in FY 2002/03.
- To train 16 La Vista Public Library employees in FY 2002/03.

Project activities or outputs:

Basic scanning classes will be offered a minimum of twice a month: at least one day class and at least one evening class. This training includes specific sessions for Metropolitan Community College's Sarpy Center's faculty, staff and students, City of La Vista employees, and current library staff members. The instructor of the class already possesses the knowledge, ability and skills to instruct this class, as it has been offered in the past.

Promoting the basic scanning class will happen by the following means: The Library Director will assist in promotion of the basic scanning classes within the library staff. An ad will run on the local cable channel, the City's quarterly publication, and the City's weekly newsletter. The library staff will promote by providing proper information concerning the classes and by directing interested patrons to the instructor of the basic scanning class. The Metropolitan Community College's Sarpy Center's Director will assist in promotion among the staff and faculty members, who, in turn, will share this information with the students. The City Administration and various city departments will promote within their own departments and areas. We also anticipate word of mouth advertising.

The project's evaluation plan includes having a sign-in sheet for each session of the basic scanning class. A pre-test and post-test on scanning knowledge will be handed out each session. An evaluation sheet for each participant will be handed out at the end of each session. A general survey during the summer months will be distributed to a random sample of La Vista residents listed in the online phone database, requesting feedback on current services offered by the La Vista Public Library, including technology and computer classes offered.

Statistics will be kept for each class and, during the year, reference calls and inquiries will be tracked regarding scanners and the scanning process.

Expected outcomes:

- Re-establish basic scanning classes at the La Vista Public Library for the library patrons and members of the community.
- Re-establish the library as an IT information source concerning basic scanning and scanners.
- Increase knowledge, comfort level of 90%, or 108 learners, of basic scanning class participants (120 learners), in the FY 2002/03; and an estimated 132 total learners in the FY 2003/04, with an increased comfort level of 90%, or 119 learners.

For the City of La Vista personnel, the basic scanning class will enhance the aspects of delivering governmental services by allowing an alternate means of access, storage, and preservation to match the growing technological aspects the city is developing.

As a collaborative effort, basic scanning classes will initiate the use of information technology to address a need expressed by our La Vista community. With the increased affordability of scanners, more people are interested in learning about scanners or have purchased a scanner. In 2001, 47 library patrons requested training and/or information about scanners.

Project Justification

2. Explain how the proposed project supports one or more of the funding priorities by describing how the project:

- Uses information technology to address community needs related to community and economic development, the delivery of local government and library services, and health care.
- Uses information technology to address community needs in innovative ways or initiates the use of information technology to address community needs.
- Demonstrates strong collaboration within a community or region in addressing IT development.

   (10 points)

- Basic scanning classes would enhance the delivery of local government and library services. The increased emphasis on technology and interest within City of La Vista offices represents a need for understanding scanning. By positioning the library as the deliverer of these classes, the library will be able to encourage the sharing of knowledge among Public Works, Police, Fire, Recreation and Administrative Departments in our local government.

Communication and collaboration among City departments would also be increased through these classes.

- Basic scanning classes would further develop the collaboration between La Vista Public Library and Metropolitan Community College's Sarpy Center. The Sarpy Center's faculty, staff and students will have a new opportunity for exposure to the La Vista Library. This partnership will be strengthened as the training teaches them to better utilize skills and services offered by the library. The network scanner would also serve as a stepping-stone for more IT development within the library/college collaboration. Additional IT training classes may be developed within this collaboration utilizing the network scanner, including website development, and other applications based on digital imaging.

- Basic scanning classes will initiate the use of information technology to address a need expressed by our La Vista community. With the increased affordability of scanners, more people are interested in learning about scanners or have purchased a scanner. In 2001, 47 library patrons requested training and/or information about scanners.

3. Describe the expected benefits (both tangible and intangible) of the proposed project. If applicable, include any economic benefits or long-term cost savings. (5 points)

Expected benefits from offering a basic scanning class at the library include increasing exposure of La Vista Public Library in the community as an IT information source, especially for basic scanning information. By providing basic scanning classes, the 47 people who have inquired about scanning classes in the recent past will have their information and educational need met.

Another benefit will be to save Metropolitan Community College's Sarpy Center and the City of La Vista budgetary dollars by providing training and development for their staff members. We estimate the value of our 2-hour basic scanning class at $35/learner. Therefore, cost savings for training 10 Sarpy Center staff and faculty would be $350; cost savings for training 6 City of La Vista employees would be $210; and cost savings for training 16 library personnel would be $560. Total savings would be $1,120. By offering the course on an annual basis as a refresher and also making it available for new hires, after four years annual savings would equal the amount of this grant.

A major benefit is the collaboration this project will bring between the La Vista Public Library and both the Sarpy Center and the City of La Vista's administrative and departmental offices. This service will strengthen relationships with the community as a whole. Library staff will also have access to a scanner and the scanning classes.

Technical Impact

4. Describe the hardware, software, and communications needed for this project and explain why these choices were made. (5 points)

The hardware needed for this basic scanning class project is a computer lab, a network scanner, and a network interface card to connect to the computer infrastructure.

The La Vista Public Library has a computer lab consisting of 14 networked computers. The library reference area has one reference desk that will be included in the networking of the scanner, as well as the computer in the instructor's office for self-training and self-educating purposes. This is a total of 16 computers that will need to be included in the networking of the scanner and the licensing of the software needed.

The scanner the library had started malfunctioning due to age and natural wear on the devise. A network scanner is needed to re-establish basic scanning classes. A network scanner will also provide flexibility within the computer lab by having the capability to scan from any computer within the library's computer lab. In order to allow the flexibility of any computer in the library lab to connect to the network scanner, a network interface card must be purchased. Additional needed software required for the scanner will be purchased as well as a license for 16 computer workstations.

No computer or software upgrades are required in the addition of a network scanner to the computer network.

5. Address any technical issues with the proposed technology including:

- Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security and scalability (future needs for growth or adaptation). (5 points)

The U.S. National Archives and Records Administration (NARA) has standards for scanning in the NARA's Electronic Access Project Scanning and File Format Matrix. The instructor will comply with these same standards in the library's basic scanning class. Because of the quality of this scanner, replacement will occur based on age and natural wear of the scanner, an estimated 5 years. The security of the current computer network is not an issue as the system is protected by a network security firewall. The library's computer network system is separate from the Metropolitan Community College's Sarpy Center computer network system. This means that only library personnel will have access from

within the library to utilize the network scanner. Software licensing for the scanner will not be compromised in any way between the Sarpy Center and La Vista Public Library.

6. Describe how technical support will be provided. (5 points)

The instructor of the basic scanning class is the technical staff for the La Vista Public Library. This person is familiar with the network, security, and computers, as well as the policies and procedures of the City of La Vista. As a part of the collaborative efforts with Metropolitan Community College's Sarpy Center, their technical support is available to the library to assist with any information the library may need and can address concerns and issues encountered with the network system.

Preliminary Plan for Implementation

7. Describe the project sponsor(s) and stakeholder acceptance. If letters of support are included, list the entities or individuals submitting letters of support and briefly summarize the letter's content. Include information on any match being provided by project sponsors.   (5 points)

The City of La Vista, being the funding entity of the La Vista Public Library, has agreed with the importance of the basic scanning classes. With this support, the library is seeking funding to provide a network scanner for the library. The City of La Vista has also supported the recommendation of providing basic scanning classes to interested city department employees. When replacement of the network scanner becomes evident due to age and natural wear on the devise, a budgetary request will be placed in the library's funding support from the City of La Vista. Replacement of the network scanner will occur in an estimated 5-7 years.

Metropolitan Community College's Sarpy Center has also agreed to have the basic scanning classes made available to interested faculty and staff at no charge to either the employee or the college. The college also continues to support the agreement with the City of La Vista by making technical support available in the event of technological issues and/or concerns. A copy of their letter of support is attached.

8. Describe the project team, including their roles, responsibilities, and experience. (5 points)

- Instructor of the basic scanning class is also the La Vista Public Library's reference person. This person's duties and responsibilities include the technological aspects of the library. She also happens to be a strong community member, and is the 2001 recipient of the City of La Vista Chamber of Commerce's Lifetime Achievement Award. The instructor is currently enrolled in technology and library science courses at a local university to

expand her own levels of understanding and knowledge. Her experience includes having been the basic scanning class instructor, the instructor of the library's other computer and technology classes offered, as well as over twenty-two years of experience working at the La Vista Public Library.

- The Library Director will assist in promotion of the basic scanning classes within the library staff. The director is also the instructor's supervisor and will insure the quality and content of the basic scanning class are upheld.
- The Metropolitan Community College's Sarpy Center's Director will assist in promotion on the scanning class among the staff and faculty members, who, in turn, will share this information with the students.
- The City Administration and various city department managers will promote the scanning class within their own departments and areas.
- The Metropolitan Community College's Sarpy Center's computer and technical support is also available to assist with any technical difficulties that relate to the library's computer network.

9. List the major milestones and a timeline for completing each milestone. (5 points)

Timelines are of a general nature: to offer a minimum of two classes per month: a day class and an evening class. Statistics and information will be kept and compiled as part of the grant report. Registration will happen on a continual basis. Classes will continue and be added based on need and demand.

Date	Tasks and Accomplishments
June 2002	60% of grant awarded: $ 2,167.24 Purchase network scanner and network interface card Set up of scanner and instructor self-education of scanner Creation of Pre-post test, evaluation sheet Creation of survey and mailing of survey Creation and running of advertisements Class promotion by college, city and library
July 2002	Classes: July 23rd: 6:00p.m. and July 25th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms. Anticipation of initial increase in demand. Tentatively planning "over-flow" class for second week of following month.
August 2002	Classes: August 27th: 6:00p.m. and August 29th: 2:00p.m. Compilation of survey results. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms. Anticipation of initial increase in demand. Tentatively planning "over-flow" class for second week of following month.

September 2002	Classes: September 23rd: 6:00p.m. and September 25th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
October 2002	Classes: October 29th: 6:00p.m. and October 31st: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
November 2002	Classes: November 26th: 6:00p.m. and November 21st: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
December 2002	Classes: December 17th: 6:00p.m. and December 19th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms. 30% of grant awarded: $1,083.62
January 2003	Classes: January 28th: 6:00p.m. and January 30th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
February 2003	Classes: February 25th: 6:00p.m. and February 27th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
March 2003	Classes: March 25th: 6:00p.m. and March 27th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
April 2003	Classes: April 22nd: 6:00p.m. and April 24th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
May 2003	Classes: May 27th: 6:00p.m. and May 29th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms.
June 2003	Classes: June 24th: 6:00p.m. and June 26th: 2:00p.m. Gather information: sign-in sheets, pre-tests, post-tests, evaluation forms. 10% of grant awarded: $361.20 Completion of report

10. Describe how the project will be sustained. (5 points)

The basic scanning class will be sustained because the instruction aspect of this class lies within the job responsibilities of the La Vista Public Library's technology/reference position. An expressed need exists within the community to provide basic scanning classes. Continuing Education will be placed in the

budget for the instructor to ensure skills and knowledge of scanning are kept current. Replacement of the network scanner will be budgeted and planned for in future library funding plans, in an estimated 5-7 years, as age and natural wear on the devise progress.

11. Describe the project's evaluation plan, including measurement and assessment methods that will verify project outcomes.   (10 points)

Evaluation of this program will be five-fold.

1. A sign-up sheet will be distributed for each session, to establish the attendance count, and provide contacts for future quality spot checks. A column will be included for learners to indicate whether they represent the Sarpy Center, City of La Vista, or general public, so we can track our goals of training 10 Sarpy Center faculty/staff, 6 City of La Vista employees, and 16 La Vista Public Library employees.
2. A pre-test and post-test on scanning knowledge will be conducted at each session. Comparison of the results of these tests will allow us to track our goal to increase scanning literacy in the community of La Vista, as well as provide us with a device to ensure a quality course in all areas covered.
3. An evaluation sheet for each participant will be handed out at the end of each session, to track the quality of the course.
4. A general survey during the summer will be distributed to a random sample of La Vista residents listed in the online phone database, requesting feedback on current services offered by the La Vista Public Library, including technology and computer classes offered. This will also help us track public feedback on the success of our goal to offer a resource person on scanning issues.
5. To track the effectiveness of our scanning resource person, throughout the year reference calls and inquiries will be tracked regarding scanners and the scanning process.

Financial Analysis and Budget (20 points)

The budget will be scored on reasonableness (up to 10 points), mathematical accuracy (up to 5 points), and the strength and appropriateness of the match (up to 5 points).

Provide the following financial information:

	CTF Grant Funding	Cash Match (5)	In-Kind Match (6)	Other Funding Sources (7)	Total
Personnel Costs (1)			$1,435.71		$1,435.71
Contractual Services (2)					NA
Capital Expenditures (3) (Hardware, software, etc.)	$3,612.06				$3,612.06
Supplies and Materials			$ 288.22		$ 288.22
Telecommunications					NA
Training					NA
Travel					NA
Other costs (4)					NA
TOTAL	$3,612.06	A	B $ 1,723.93		C $ 5,335.99

Match Percent = ___32.31___

Match Requirement: This grant requires a 20% match. Please calculate your match by using the formula below to ensure your application meets this requirement:

Total Cash Match (A) + Total In-Kind Match (B)
_____0_____+_____1,723.93_____ = .32 > .20

Total Project Cost (C)   5,335.99

Financial Narrative Notes and Instructions

Several categories (see below) **require** further itemization.

1. Please include estimated number of hours or full-time equivalent (FTE) by position. Include separate totals for salary and fringe benefits. If it is necessary to itemize on a separate sheet, include only the subtotal in this table.

Instructor:

Basic scanning class instructor: Wage of $13.71 / hour + fringe benefits of $160.13 / pay period (80 hours) = $13.71 + $2.00 = $15.71 / hour

Plus set up times for the scanner, 4 hours, and 16 computers (14 computers in the library's computer lab, 1 computer in reference area which supports the computer lab, 1 computer in instructor's office) at ½ hour each = 4 + (16 x .5) = 4 + 8 = 12 hours

Scanner self-training and education by instructor: 8 hours

Class preparation time 10 minutes x (2 classes a month) = 10 x (2 x 12) = 10 x 24 = 240 minutes = 4 hours

(2 Classes at 2 hours each) x 12 months = (2+2) x 12 = 4 x 12 = 48 hours / year

Plus an average of 1 hour / month of reference calls concerning scanners or the process of scanning (follow-up questions, concerns) = 1 x 12 = 12 hours / year

Total of 84 hours / year x wage and benefits of $15.71 / hour = 84 x $15.71 = $1,319.64

Technical Support from Metropolitan Community College's Sarpy Center:

Total of 4 hours for technical support concerning set up of network scanner in library's computer lab x wage of $15.50 / hour + fringe benefits of $2.09 / pay period = 4 x ($15.50 + $2.09) = 4 x $17.59 = $70.36

Other:

Total of 2 hours for library director for promotional purposes (writing advertisements for: Cox Communication's Triad TV, the City of La Vista's quarterly "City Wise" newsletter, the City of La Vista's weekly yellow newsletter) x wage of $21.77 / hour + fringe benefits of $173.94 / pay period (80 hours) = (2 x $21.77) + $2.17 = $43.54 + $2.17 = $ 45.71

Total:

$1, 319.64 (Instructor**) + $70.36 (**Tech Support**) + $45.71 (**Other**) = $1,435.71**

    2. Please itemize other contractual expenses on separate sheet.

This category does not apply for the purposes of this grant.

    3. Please itemize capital expenditures by categories (hardware, software, network, and other) on a separate sheet.

All prices were taken from the Computer Systems, Inc. company located at 2819 South 125th Avenue, #276, Omaha, Nebraska 68144 in the month of February 2002. Proposal number for pricing is GG-56607.

- RICOH IS330DC Flatbed Scanner (Network Scanner): $2,368.20

- RICOH Network Interface Card for IS330DC: $799.34

- Freight: $38.52

      Total proposal: $3,206.06

Software Plus of 10880 Baur Blvd, St. Louis, MO 63132

- Photoshop Elements CD: $22.00

- PhotoShop Elements 2.0 MLP New License for 16 computer workstations: 16 x $24.00 = $384.00

Total: $3,612.06

    4. Please itemize other operating expenses on a separate sheet.

Postage for random surveys of La Vista residents: $246.50

Paper for surveys (1 sheet), pre-tests (1 sheet), post-tests (1 sheet), evaluations (1 sheet), handouts (11 sheets). 1400 surveys distributed + 120 class participants = 1400 sheets + (120 x 14 sheets) = 1400 + 1680 = 3080 sheets. With 500 sheets per ream of paper = 7 reams of paper needed at $5.96 each = 7 x $5.96 = 41.72

Total: $ 288.22

    5. Please indicate the source of any cash match.

This category does not apply for the purposes of this grant.

6. Please indicate the source of any in-kind match and how it will be documented.

The City of La Vista, through the budgetary means, will support the **Personnel Costs** and the **Supplies and Materials** aspect of the basic scanning classes. Metropolitan Community College's Sarpy Center, through the budgetary means, will support the **Personnel Costs** aspect of the Sarpy Center's own technological support team member. Documentation will be maintained concerning the number of surveys distributed and the number of class evaluation forms distributed and returned. The "evaluation forms distributed" will correspond with the number of participants taking the basic scanning class.

7. Please provide a breakdown of any other external funding sources. Sources of external funds may include grants from federal agencies or private foundations.

This category does not apply for the purposes of this grant.

Please keep supporting documentation to a minimum. For example, rather than including a printout of a quotation from Dell for a new computer, include all relevant information in the budget narrative.

February 15, 2002

To Whom It May Concern:

I am submitting this letter in support of the City of La Vista Public Library's grant application for a network scanner. Metropolitan Community College and the La Vista Public Library have a very unique partnership in that we share resources to better serve our customers. Metro sees this as another opportunity to collaborate in a high demand area such as technology. Metro Community College understands the importance of hands-on learning and the training classes will only increase the possibility for our customers to learn in this manner. I envision a student using this training to prepare a visual aid for a speech course or an instructor incorporating this type of technology into classroom projects. I will work with Rose Schinker in creating awareness by communicating available training opportunities to students, faculty and staff at the Sarpy Center. This will be accomplished by e-mail, fliers in mailboxes as well as bulletin board notifications. I also see this as a potential staff development class for our faculty and staff. Metro employees are required to complete 21 hours of training per year and this will provide another option for those who want scanner training without having to travel to another Metro location.

If you have any questions or need additional information, please feel free to contact me at (402) 537-3838.

Sincerely,

Russ Lane
Director, Sarpy County Center Services